



Madison County, Virginia
Presentation to the Board of Supervisors
March 24th 2020



Goals of the meeting

- Report information gathered to date
 - ACM Summary
 - MEP Site Survey Summary
 - Interview Form and its use
 - The FFE tabulation of existing furniture and the desired adjacencies of Departments
 - Existing Conditions drawings
- Review the decisions that we would like to have in order to proceed
- Review the four Space Planning Proposals
- Next steps



Asbestos Containing Materials (ACM) Assessment prepared by Hurt & Proffitt

- Administration Offices
 - 9"x9" Tan Vinyl Composite Tile (VCT) Flooring and Associated Black Mastic
 - White Interior Window Caulk
 - White Interior Door Caulk
- None found in Health Department Building
- The material(s) must be removed prior to renovation, if disturbance is anticipated
- Estimated remediation cost from H&P: high end cost of \$15,000 for removal of the floor tile, mastics and interior caulks. This does not include the cost of asbestos abatement monitoring and clearances. This is based on \$3.50 per square foot for floor tile and mastics, then \$12 a square foot for interior caulks. It would probably cost an additional \$3500 for abatement monitoring and clearances



Mechanical/Electrical/Plumbing (MEP) and Structural Site Assessment prepared by Master Engineers and Designers

410 North Main Street, Health Department Building

- Structure is relatively straight forward in Health Department Building given it's age
- Subject to budget, replace all pre-2005 heat pumps (3 units)
- Upgrade general lighting with replacement or re-lamping
- Miscellaneous plumbing rough-ins from free clinic use will need capping/removal
- Existing HWH is 25 years old and should be replaced



Mechanical/Electrical/Plumbing (MEP) and Structural Site Assessment prepared by Master Engineers and Designers

414 North Main Street, Administration Building

- Administration Building structure is complicated, due to various remodelings but no major issues seen at this time
- Relocate HVAC units for easier access. Useful life of heat pumps is about 15 years; consider replacing at least one of the Auditorium HVAC units (2012 model) during upgrades
- (2) 3 ton heat pumps serving Admin Bldg date from 2007 and use older R22 refrigerant which is becoming harder to find; consider replacement
- Egress lighting in auditorium should be upgraded as part of work
- Upgrade general lighting
- Check sub-floor plumbing with snake or camera



- Form Prepared and sent out to all Department Heads

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February 18, 2020

**Madison County Government
Department Head Survey**

Dear Department Heads:

As you may know, we have been retained to assist the County in re-designing and repurposing the existing Administration Building and the former Health Department building to accommodate various agencies, including:

- Building Office
- Treasurer
- Commissioner of Revenue
- Finance
- Registrar
- County Administrator

• Possible others, including the Free Clinic

We are providing this form to you to solicit your thoughts and needs for the future space to help us design it efficiently and to assist us in trying to meet as many of your needs as possible. Since budget and space parameters will likely preclude us from incorporating all of your needs and although we will do our best to accommodate them, please try to prioritize or note your needs as being 'must-have', 'nice to have if reasonably practical' and 'wish-list'.

We plan to have a group meeting within the next week or so (to be scheduled) at which we will do a brief overview and answer any general questions and after which we will do individual interviews with each department head and use this survey as a basis to discuss further. Please complete the form and return it to us via email or hardcopy by Friday 02/21/20 COB; we can pick the forms up that day or Monday but would prefer them emailed to: nsmih@normansmitharchitecture.com and cc'd to rzuby@normansmitharchitecture.com

Please fill in Department name _____

1. Number of Staff: _____
2. Projected number of staff, within the next 10 years: _____
3. Number of required work spaces if different from number of staff: _____
4. What other departments do you need immediate access to; please list below:
 - a. _____
 - b. _____
 - c. _____

C:\Users\User-001\Desktop\NSA PROJECTS\19679 madcnty\19679 madcnty dept survey\19679 dept survey form 021820.doc
Page 1 of 3

5. Do you require secure access or limited public access; if so which type and for whom:

6. Do you require any public waiting area or space for the public to stand while waiting:

7. What storage needs do you have:

- a. Do you store files; if so, what size and how many _____
- b. Do hard copy files need to be in a secure area _____
- c. Do you have digital storage that requires space for servers or storage media:

- d. Do you have drawings or plats that require storage _____
- e. Other types _____

8. For each of the above, please provide an approximate amount of space in square feet or linear feet (running feet) that you have now and what you would like to have after the renovation; if not applicable, please mark as NA:

- a. _____
- b. _____
- c. _____
- d. _____

9. Do you have specific storage furniture (such as lateral files or a special file cabinet configuration) or components that we need to incorporate in the redesign? If so, please list below and include approximate size:

- a. _____
- b. _____
- c. _____
- d. _____

10. Do you have specific furniture (other than the files noted above) that we need to incorporate in the redesign? If so, please list below and include approximate size:

- a. _____
- b. _____
- c. _____
- d. _____

11. Do you have specific equipment, such as large format printers that we need to incorporate in the redesign? If so, please list below and include approximate size:

- a. _____

Page 2 of 3

b. _____

c. _____

d. _____

12. Do you need a kitchenette or conference room facility: _____

13. Please list any IT or data needs that will need to be accommodated in the design:

a. _____

b. _____

14. Common areas; please feel free to provide comments on specific needs for the
bathrooms, kitchenette location(s), common storage space, shared conference room, copy
room and improvements to the Board Auditorium:

15. If you have other ideas that you would like to suggest, please do so on the lines below:

Thank you very much for your ideas and your participation in this survey and in helping to
shape the future of the County's offices.

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- General Meeting with Jack Hobbs, Roger Berry, NSA and Department Heads
- Individual Department head interviews using returned forms as basis for discussion



Interview Process

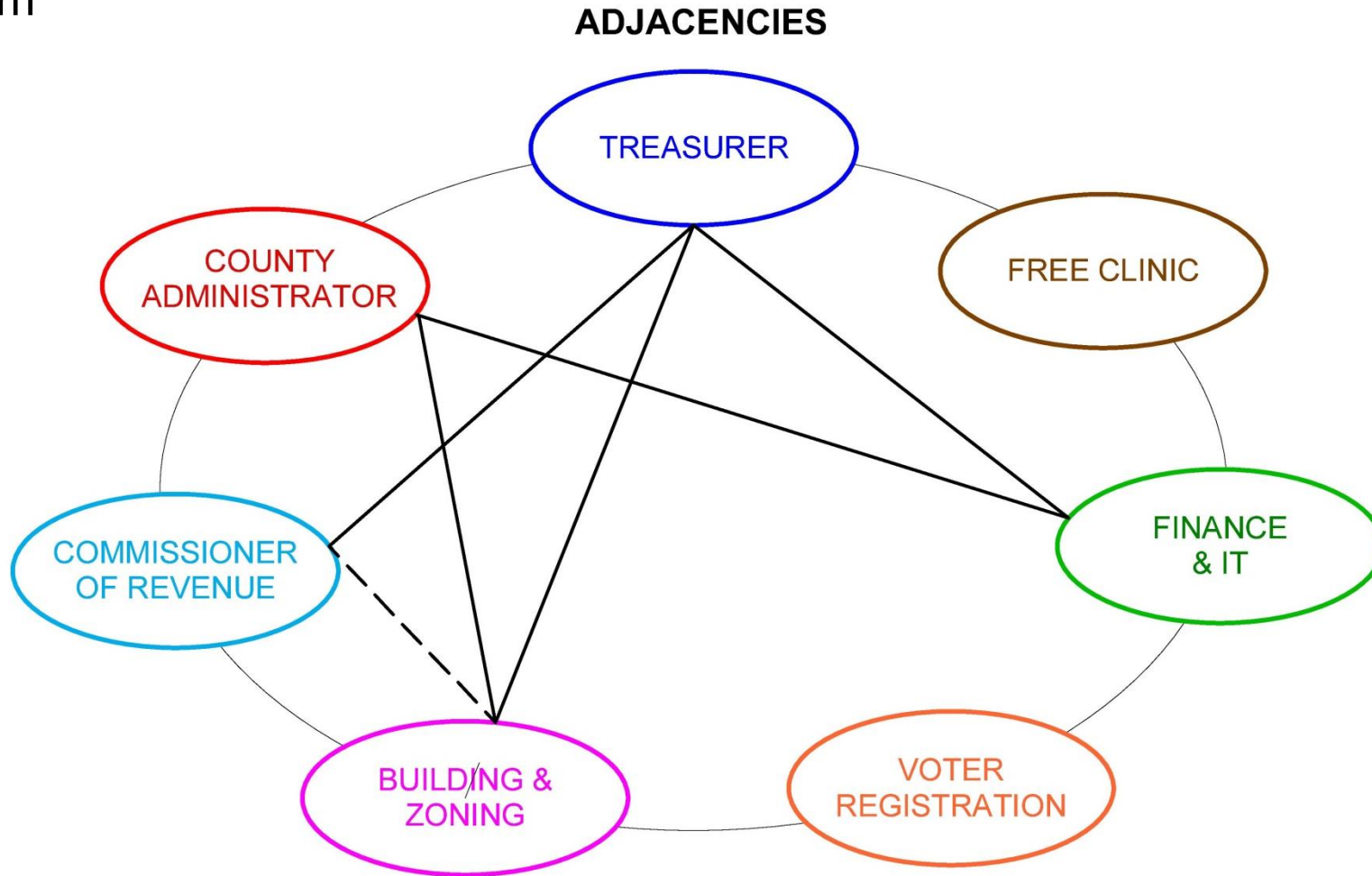
- Prepared FFE tabulation based on form information and some of our measurements

LIST OF EXISTING FFE BY DEPARTMENT AS DERIVED FROM SURVEYS							
	COUNTY ADMINISTRATOR	FINANCE/ IT	TREASURER	COMMISSIONER OF REVENUE	BUILDING & ZONING	REGISTRAR	FREE CLINIC
DESK	2	5	2	3	5	5	2
RETURN 48X20		3				1	
CREDENZA W/ TOP 60X24		1					
TABLE, RND, 42"		1					
TABLE, RECT, APPROX 60"L	1	2				7	
FILE, CAB, 5 DWR				16	10		
FILE, CAB, 4 DWR			5	5			
FILE, CAB, 4 DWR, 42"W					2		
FILE, CAB, 3 DWR		1	1				
FILE, CAB, 2 DWR			8				
FILE, CAB, MISC		9				2	18LF
FILE, LAT, 42"L	3	6				1	
FILE, FLAT, 10 DWR				1			
FILE, CAB, OPEN SHELF				5			
VAULT		1	1				
CAB, SUPPLY						1	
BOOK SHELF		2				1	
BIZHUB		1					
COMPUTER, PUB USE				1			
FAX MACHINE		1					
SHEDDER		1	1				
TYPEWRITER			1				
PRINTER, LASER		1	1				
POSTAL MACHINE		1					
SERVER, AS400				1			
PLOTTER/SCANNER, SHARED, 72X48				✓	✓		



Interview Process

- Prepared adjacency diagram to show who needs to be next to whom



Existing Conditions Plans and Areas

- We assigned each department a separate color to help differentiate them
- The notations on the left of the plan sheets show:

- The current staff
- Current square footage
- The projected staff based on interviews
- Proposed square footage; existing sf/staff = sf/staff added to current sf

COUNTY ADMINISTRATOR

CURRENT STAFF: 2

CURRENT AREA: 388.8 SF

PROJECTED STAFF: 3

PROJECTED AREA: 583.2 SF



How we approached the preliminary design

- Design approaches of where to locate various departments done as preliminary drawings resembling bubble diagrams and using general and overall sf figures for each department
- Do not include detailed architectural plans at this point
- We would like to focus on the 'big' decisions that are needed to move to the next step of actual schematic architectural plans
- We would like to not focus on the specifics of layout and plans within the various departments but instead focus on the phasing, relationships and general list of spaces and where they go in the two buildings



Decisions that we would like to have after this presentation

- The Free Clinic space and how it is reduced or relocated out of the Health Department Building to accommodate County uses
- A selection of one of the feasibility proposals for us to pursue further in the remainder of the Schematic Design Phase; please note that we will be providing 1-3 SD options based on the selected feasibility proposal
- Decide on the Auditorium use as auditorium or multi-purpose and need for larger conference room shown in one proposal
- Secondary issues
 - Initial consideration of changes/relocation of HVAC in auditorium
 - Consideration of further analysis of subfloor plumbing



CURRENT LOCATION OF DEPARTMENTS

FC
FREE CLINIC
 CURRENT STAFF: 2
 CURRENT AREA: 797.7 SF
 PROJECTED STAFF: 2
 PROJECTED AREA: 797.7 SF

BZ
BUILDING & ZONING
 CURRENT STAFF: 5
 CURRENT AREA: 842.6 SF
 PROJECTED STAFF: 6
 PROJECTED AREA: 1011.1 SF

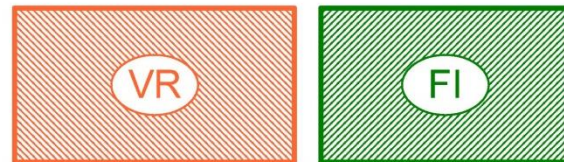
TR
TREASURER
 CURRENT STAFF: 4
 CURRENT AREA: 631.7 SF
 PROJECTED STAFF: 5
 PROJECTED AREA: 789.6 SF

CR
COMMISSIONER OF REVENUE
 CURRENT STAFF: 3
 CURRENT AREA: 854.8 SF
 PROJECTED STAFF: 4
 PROJECTED AREA: 1139.7 SF

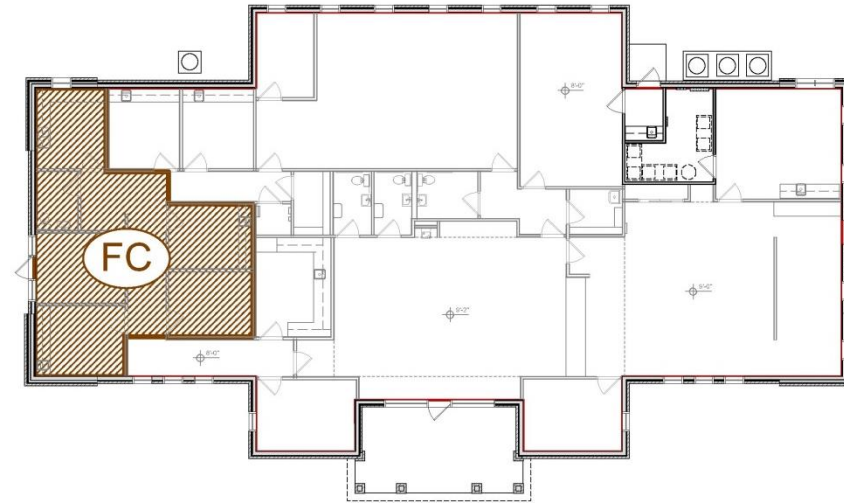
VR
VOTER REGISTRATION
 CURRENT STAFF: 3
 CURRENT AREA: 801.8 SF
 PROJECTED STAFF: 4
 PROJECTED AREA: 1096.0 SF

FI
FINANCE & IT
 CURRENT STAFF: 4
 CURRENT AREA: 517.0 SF
 PROJECTED STAFF: 5
 PROJECTED AREA: 646.2 SF

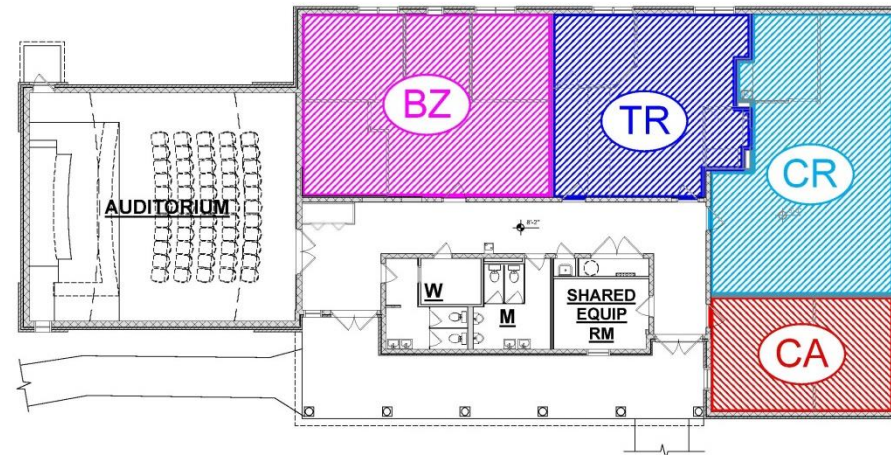
CA
COUNTY ADMINISTRATOR
 CURRENT STAFF: 2
 CURRENT AREA: 388.8 SF
 PROJECTED STAFF: 3
 PROJECTED AREA: 583.2 SF



302 THRIFT ROAD



410 NORTH MAIN STREET
 (FORMER HEALTH DEPT. BUILDING)



414 NORTH MAIN STREET
 (CURRENT ADMINISTRATION BUILDING)



PROPOSAL #1

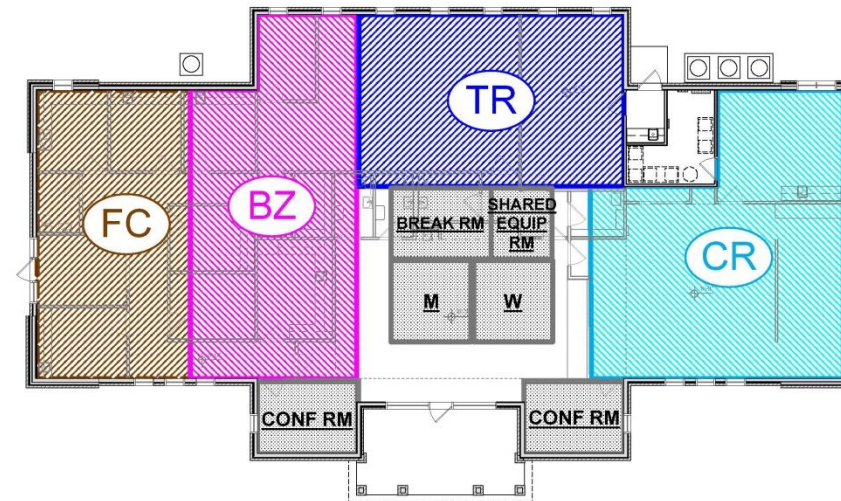
- FREE CLINIC**
CURRENT AREA: 797.7 SF
PROJECTED AREA: 797.7 SF
AREA SHOWN: 823.8 SF
- BUILDING & ZONING**
CURRENT AREA: 842.6 SF
PROJECTED AREA: 1011.1 SF
AREA SHOWN: 1036.6 SF
- TREASURER**
CURRENT AREA: 631.7 SF
PROJECTED AREA: 789.6 SF
AREA SHOWN: 848.4 SF
- COMMISSIONER OF REVENUE**
CURRENT AREA: 854.8 SF
PROJECTED AREA: 1139.7 SF
AREA SHOWN: 1127.9 SF
- VOTER REGISTRATION**
CURRENT AREA: 801.8 SF
PROJECTED AREA: 1096.0 SF
AREA SHOWN: 1096.9 SF
- FINANCE & IT**
CURRENT AREA: 517.0 SF
PROJECTED AREA: 646.2 SF
AREA SHOWN: 690.7 SF
- COUNTY ADMINISTRATOR**
CURRENT AREA: 388.8 SF
PROJECTED AREA: 583.2 SF
AREA SHOWN: 583.0 SF

ADVANTAGE:

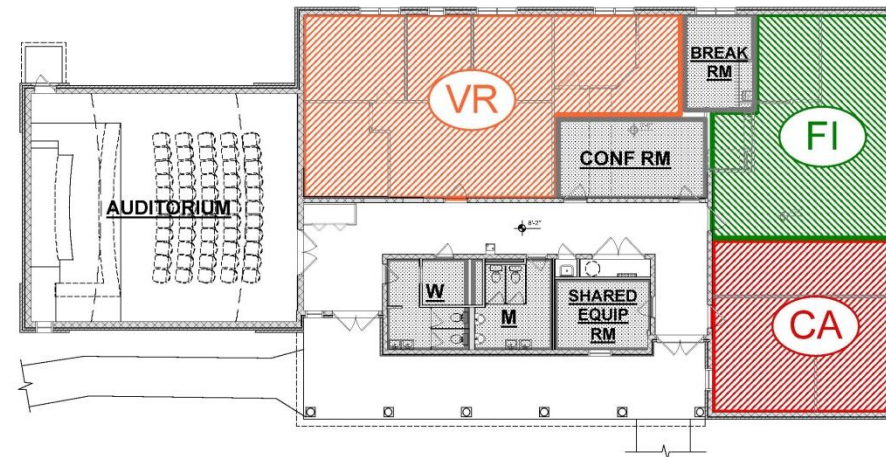
1. RETAINS FREE CLINIC.
2. BZ/TR/CR AND FI/CA ADJACENCIES AS REQUESTED.
3. PROVIDES ONE CONFERENCE ROOM FOR 8-10 PERSONS AND TWO CONFERENCE ROOMS FOR 6-8 PERSONS.
3. EASY PHASING.
4. U-SHAPED CORRIDOR AT VR ACCOMMODATES VOTING LINES.

DISADVANTAGE:

1. FC LOSES SF.
2. BZ HAS LESS NATURAL LIGHT THEN BEFORE.
3. REFRAMING FOR ATTIC ACCESS RELOCATION IMPACTS THIS SCHEME GREATEST.
4. OVERALL LAYOUT IS TIGHTER THAN OTHERS AND MAY MAKE INTERNAL LAYOUTS AND ACCESS MORE DIFFICULT.
5. NO LARGE CONFERENCE ROOM GREATER THAN 10 PERSONS WHICH SUGGESTS AUDITORIUM AS MULTI-PURPOSE.



410 NORTH MAIN STREET
(FORMER HEALTH DEPT. BUILDING)



414 NORTH MAIN STREET
(CURRENT ADMINISTRATION BUILDING)



PROPOSAL #2

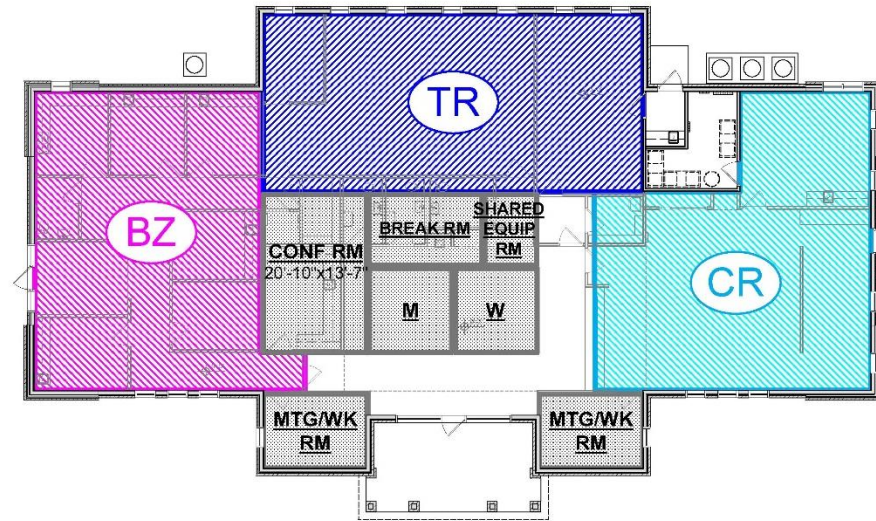
- BZ** BUILDING & ZONING
CURRENT AREA: 842.6 SF
PROJECTED AREA: 1011.1 SF
AREA SHOWN: 1199.6 SF
- TR** TREASURER
CURRENT AREA: 631.7 SF
PROJECTED AREA: 789.6 SF
AREA SHOWN: 1171.6 SF
- CR** COMMISSIONER OF REVENUE
CURRENT AREA: 854.8 SF
PROJECTED AREA: 1139.7 SF
AREA SHOWN: 1177.4 SF
- VR** VOTER REGISTRATION
CURRENT AREA: 801.8 SF
PROJECTED AREA: 1096.0 SF
AREA SHOWN: 1096.9 SF
- FI** FINANCE & IT
CURRENT AREA: 517.0 SF
PROJECTED AREA: 646.2 SF
AREA SHOWN: 690.7 SF
- CA** COUNTY ADMINISTRATOR
CURRENT AREA: 388.8 SF
PROJECTED AREA: 583.2 SF
AREA SHOWN: 583.0 SF

ADVANTAGE:

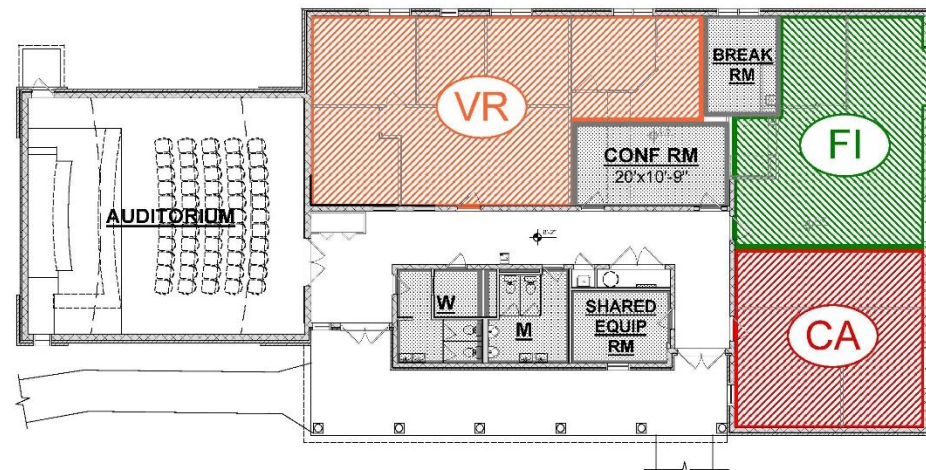
1. BETTER, MORE GENEROUS LAYOUT AND SF IN BUILDING 410.
2. IN BUILDING 410, POSSIBLE 8-10 PERSON CONFERENCE ROOM AND TWO 6-8 PERSON CONFERENCE ROOMS; IN BUILDING 414, POSSIBLE 8-10 CONFERENCE ROOM.
3. BETTER DAYLIGHT FOR BZ SPACE.
4. POSSIBLE OUTSIDE ENTRANCE FOR BZ OR TR IF SPACES ARE SWITCHED.

DISADVANTAGE:

1. NO FREE CLINIC.
- 2.. NO LARGE CONFERENCE ROOM GREATER THAN 10 PERSONS WHICH SUGGESTS AUDITORIUM AS MULTI-PURPOSE.



410 NORTH MAIN STREET
(FORMER HEALTH DEPT. BUILDING)



414 NORTH MAIN STREET
(CURRENT ADMINISTRATION BUILDING)



PROPOSAL #3

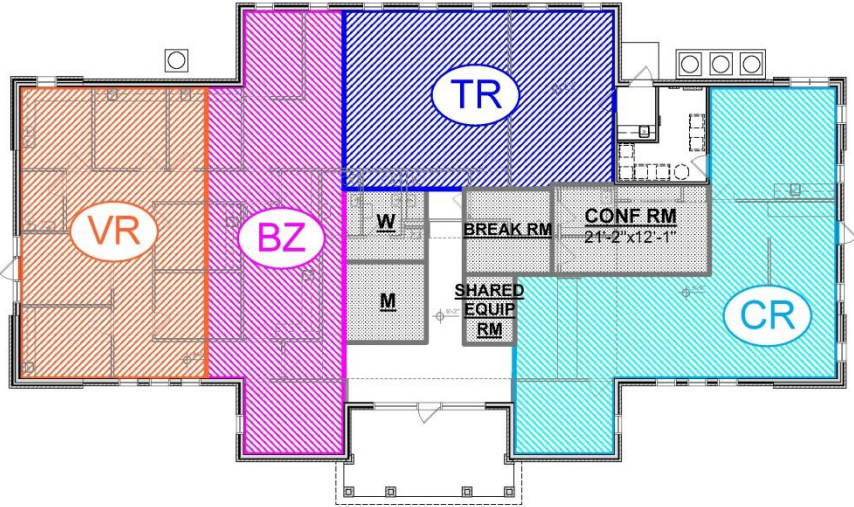
- BZ** BUILDING & ZONING
CURRENT AREA: 842.6 SF
PROJECTED AREA: 1011.1 SF
AREA SHOWN: 1008.9 SF
- TR** TREASURER
CURRENT AREA: 631.7 SF
PROJECTED AREA: 789.6 SF
AREA SHOWN: 876.4 SF
- CR** COMMISSIONER OF REVENUE
CURRENT AREA: 854.8 SF
PROJECTED AREA: 1139.7 SF
AREA SHOWN: 1184.1 SF
- VR** VOTER REGISTRATION
CURRENT AREA: 801.8 SF
PROJECTED AREA: 1096.0 SF
AREA SHOWN: 990.2 SF
- FI** FINANCE & IT
CURRENT AREA: 517.0 SF
PROJECTED AREA: 646.2 SF
AREA SHOWN: 690.7 SF
- CA** COUNTY ADMINISTRATOR
CURRENT AREA: 388.8 SF
PROJECTED AREA: 583.2 SF
AREA SHOWN: 583.0 SF

ADVANTAGE:

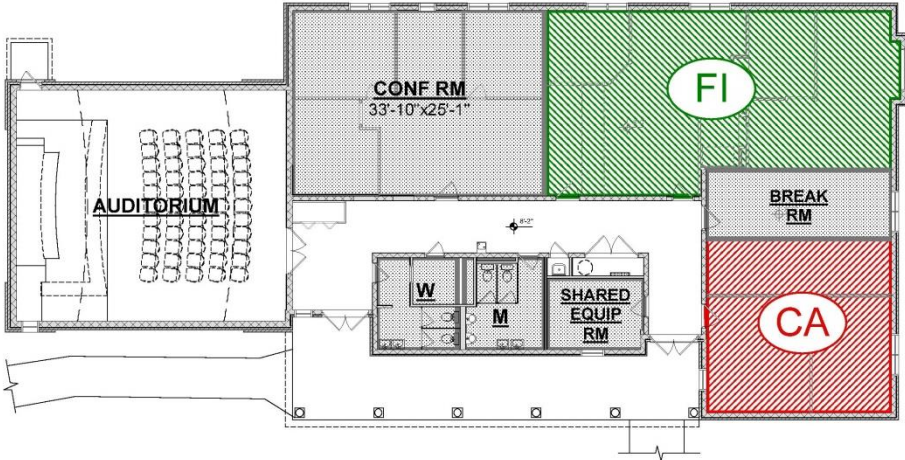
- 1. VR HAS OWN PUBLIC ENTRANCE.
- 2. LARGER CONFERENCE / MULTI-PURPOSE ROOM IN BUILDING 414 SO AUDITORIUM DOES NOT NEED TO BECOME MULTI-PURPOSE.

DISADVANTAGE:

- 1. DEPARTMENTS IN 410 N. MAIN HAVE LESS SPACE THAN IN OTHER PROPOSED LAYOUTS, TIGHT AND FURNITURE LAYOUT IS MORE DIFFICULT.
- 2. BUILDING 410 HAS ONLY ONE CONFERENCE ROOM.
- 3. NO FREE CLINIC.



410 NORTH MAIN STREET
(FORMER HEALTH DEPT. BUILDING)



414 NORTH MAIN STREET
(CURRENT ADMINISTRATION BUILDING)



PROPOSAL #4

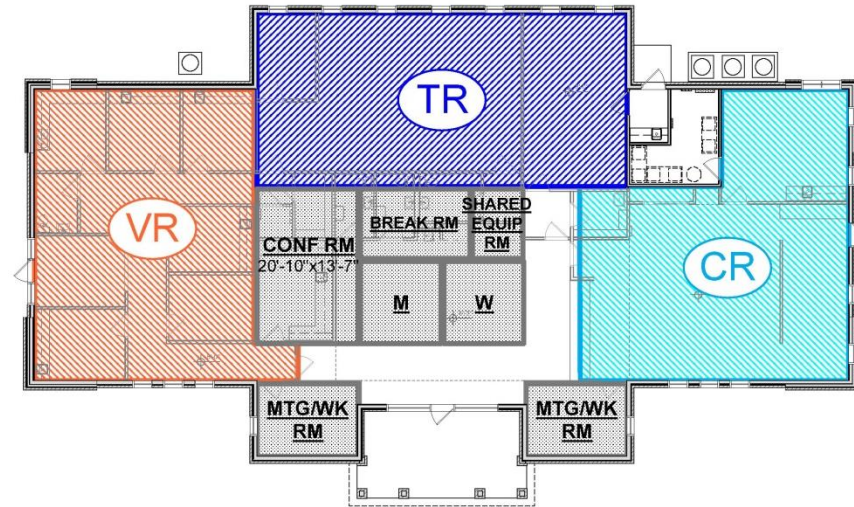
- BZ** BUILDING & ZONING
CURRENT AREA: 842.6 SF
PROJECTED AREA: 1011.1 SF
AREA SHOWN: 1096.9 SF
- TR** TREASURER
CURRENT AREA: 631.7 SF
PROJECTED AREA: 789.6 SF
AREA SHOWN: 1171.6 SF
- CR** COMMISSIONER OF REVENUE
CURRENT AREA: 854.8 SF
PROJECTED AREA: 1139.7 SF
AREA SHOWN: 1177.4 SF
- VR** VOTER REGISTRATION
CURRENT AREA: 801.8 SF
PROJECTED AREA: 1096.0 SF
AREA SHOWN: 1199.6 SF
- FI** FINANCE & IT
CURRENT AREA: 517.0 SF
PROJECTED AREA: 646.2 SF
AREA SHOWN: 690.7 SF
- CA** COUNTY ADMINISTRATOR
CURRENT AREA: 388.8 SF
PROJECTED AREA: 583.2 SF
AREA SHOWN: 583.0 SF

ADVANTAGE:

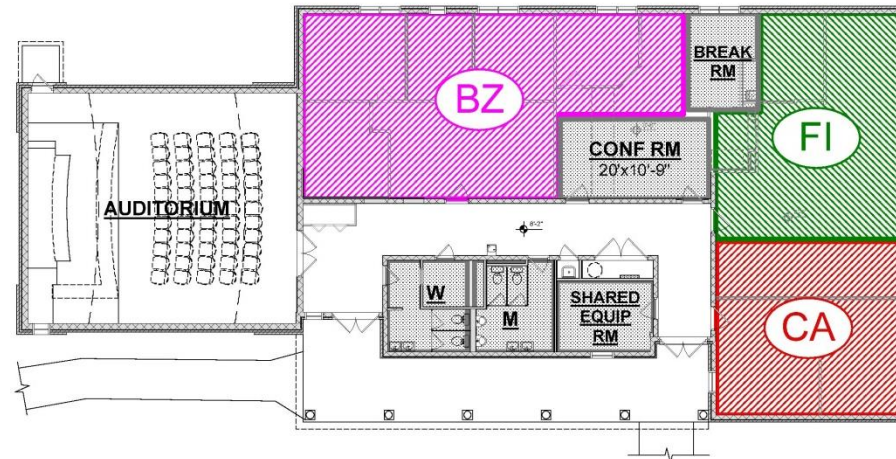
1. VR HAS OWN PUBLIC ENTRANCE.
2. BUILDING 410 HAS THREE CONFERENCE/MEETING ROOMS.
3. GOOD NATURAL LIGHT ACCESS IN BUILDING 410.

DISADVANTAGE:

1. BZ WOULD NOT BE IN CLOSE PROXIMITY TO TR.
2. BZ WOULD NEED TO MOVE TWICE DURING PHASED CONSTRUCTION, FIRST FROM 414 INTO FINISHED 410, THEN FROM 410 BACK TO A FINISHED 414.
3. NO FREE CLINIC.
4. FOR LARGER MULTI-PERPOSE SPACE, AUDITORIUM WOULD NEED RENOVATION.



410 NORTH MAIN STREET
(FORMER HEALTH DEPT. BUILDING)



414 NORTH MAIN STREET
(CURRENT ADMINISTRATION BUILDING)



Auditorium Use and Costs; Current use versus Multi-purpose use

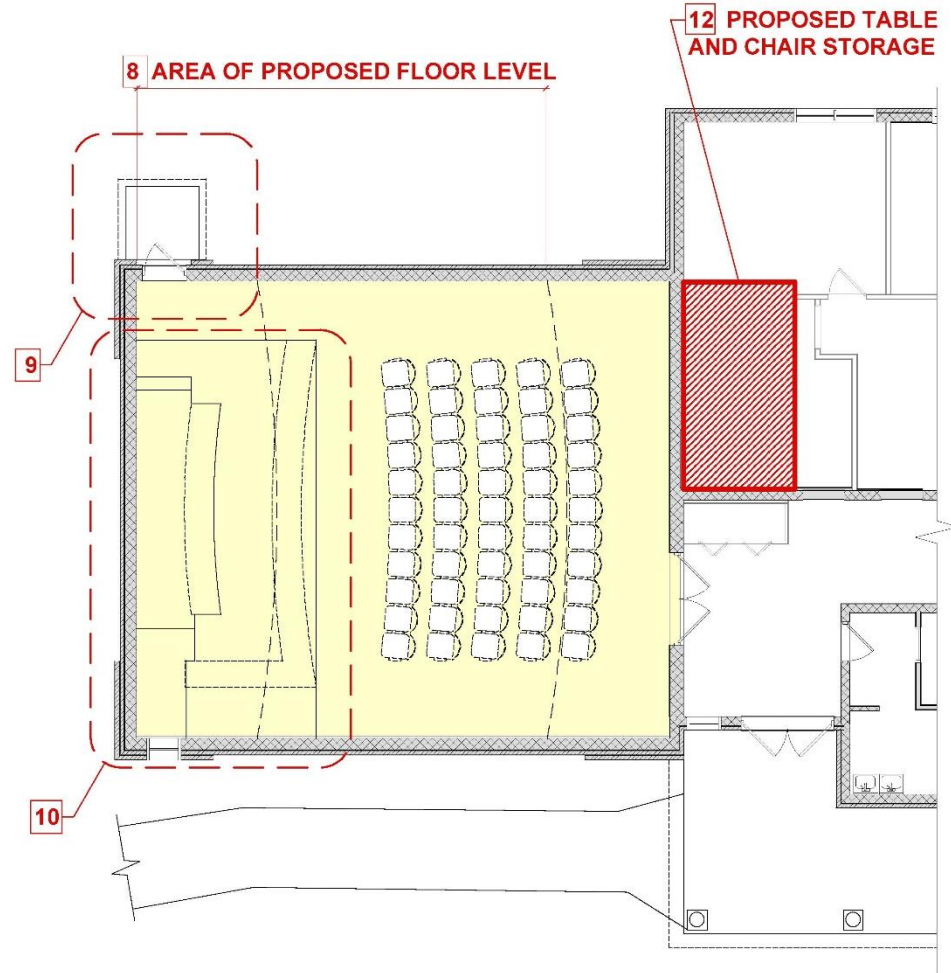
AUDITORIUM CONVERSION

BASE ISSUES:

1. ACOUSTICS. THE SPACE CONSISTS OF HARD SURFACES WHICH PRODUCE EXCESSIVE REVERBERATION, LEADING TO POOR SPEECH INTELLIGIBILITY. TO IMPROVE SOUND QUALITY, INTRODUCE PROPER SOUND ABSORPTION AND DIFFUSION. FABRIC COVERED PANELS, PERFORATED METAL FOR ACOUSTICAL ABSORPTION. ANGLED REFLECTIVE SURFACES TO PROVIDE GOOD COVERAGE OF SOUND TO LISTENER.
2. LIGHTING. HIGH EFFICIENCY LED CEILING FIXTURES, DIMMABLE.
3. EGRESS LIGHTING.
4. DAIS. REFURBISH OR REPLACE DAIS, BOARD DESK AND PLANNING COMMISSION DESK. POWER AND DATA OUTLETS; PERSONAL LIGHTING AT EACH SEATING POSITION.
5. HVAC RELOCATION.
6. CEILING TILE REPLACEMENT.
7. AUDIO-VISUAL EQUIPMENT. SCREENS, WALL-MOUNTED MONITORS, PROJECTOR(S).

MULTI-PURPOSE ISSUES IN ADDITION TO ABOVE:

8. FLOOR LEVELING. WOOD FRAMING, OR RAISED ACCESS FLOOR SYSTEM.
9. EGRESS. IF AUDITORIUM FLOOR IS LEVELED, EXIT DOOR WILL NEED TO BE RAISED AND STEPS AND RAMP PROVIDED AT EXTERIOR.
10. REPLACE DAIS, BOARD DESK AND PLANNING COMMISSION DESK. POWER AND DATA OUTLETS; PERSONAL LIGHTING AT EACH SEATING POSITION.
11. NON-FIXED FURNISHING. LECTURN. FOLDING TABLES AND STACKABLE CHAIRS WILL BE NEEDED TO PROVIDE FOR FLEXIBLE AND ADAPTABLE ACCOMMODATIONS IN A MULTI-PURPOSE MEETING SPACE.
12. SUCH NON-FIXED FURNISHINGS WILL REQUIRE STORAGE SPACE WHEN NOT NEEDED.
13. ADDITIONAL AUDIO-VISUAL EQUIPMENT AND/OR CONFIGURATION.



414 NORTH MAIN STREET
(CURRENT ADMINISTRATION BUILDING)



Auditorium Use and Costs; Current use versus Multi-purpose use

- Upgrades needed to convert to Multi-purpose estimated at \$55-75,000.00 in addition to other base upgrades
 - Floor level framing and/or access floor
 - Substantial remodeling of dais area
 - Remodel and add new exit door and ramp at north
 - New chairs and tables
 - Required chair and table storage
 - AV and PA equipment upgrades specific to multi-purpose use



Other issues to consider

- Improve general energy efficiency with lighting upgrades per above
- If HVAC is upgraded, select highest possible HSPF/SEER within budget
- Site improvements like sidewalk, benches, planting and lighting to connect the two buildings
- Review of parking after receipt of feedback from Richmond regarding required parking for early voting
- Phasing; all but one option assumes:
 - Remodel Health Department building first and then Administration building second
 - Phasing of Administration → Health Department, and Thrift → Administration with CA sequestered or temporarily moved out of Administration to minimize moving and temporary IT costs
- Cost/Budget: Auditorium multi-purpose upgrades would be 5-8% of total allocated project budget in addition to basic Auditorium upgrades that should be accounted for regardless, per the drawing notes



Other issues to consider, cont.

- At this early point, all options are close in general extent of interior renovation and therefore cost. Note that use of the Health Department Building in it's entirety without the Free Clinic appears to be the most efficient use of the building shell and allows the County the greatest flexibility and is therefore the preferred approach to maximize use of that building and to maximize the budget allocated to the building.



Next Steps

- Decision for which approach to pursue
- Scheduling of plumbing waste analysis if deemed necessary and agreed
- Prepare 1-3 SD plan options
- Meet with the Board within 2 weeks from tonight to review

Discussion and Questions



Norman
Smith

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Architecture

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